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Security

AEROSPACE SYSTEMS SECURITY



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This instruction implements Air Force Policy Directive 31-1. It establishes and identifies restricted areas at Willow Grove Air Reserve Station (WGARS). It establishes procedures for entry and internal controls therein, and provides guidance on the issuance of the USAF Restricted Area Badge. It applies to all personnel assigned, attached, or present on WGARS. This instruction, along with USAF Personnel Security Program, AFI 31-501 and the AF Physical Security Program, AFI 31-101 V1, implements DOD directives 5200.8, 20 Aug 1954, and section 21, Internal Security Act of 1950 (50 U.S.C. 797).

SUMMARY OF REVISIONS

This revision has been globally changed to incorporate the revised procedures cited in AFI 31-101.

1. Responsibilities:

- 1.1. Commanders of all units are responsible for ensuring compliance with this instruction.
- 1.2. Unit security managers ensure that any requests for unescorted entry into restricted areas meet policies and guidelines prescribed by AFI 31-101.

2. General. The aerospace operational resources described in AFI 31-101 are maintained or supported at WGARS. These areas are established pursuant to DOD directives 5200.8, and Section 21, Internal Security Act of 1950 (50 U.S.C. 797). Entry into any restricted area is based on written permission of the installation commander. The AF Form 1199B is displayed on an outer garment when inside restricted areas. The display of this badge outside of the restricted area is prohibited.

3. Restricted Areas/Priorities:

- 3.1. Priority "C" Areas:

3.1.1. The Aircraft Parking Ramp, utilized jointly by the 913th Airlift Wing (AFRES) and the 111th Fighter Wing (PA ANG). The 913th AW provides all material necessary to encompass the area and post it with AFVA 31-101, *Restricted Area Signs*, as per local host-tenant support agreement.

3.1.2. The 913th Airlift Wing Operations Center (WOC), located in building 235.

3.1.3. The 111th FW Command Post, located in building 345.

4. Security Reporting and Alerting Systems. This is a rapid security communications system which connects all Air Force bases and commands. It permits early warning of seemingly unrelated incidents, and provides a defense against wide spread coordinated sabotage. The system incorporates both up and down-channel reporting.

4.1. Up-Channel Reports:

4.1.1. Helping Hand Reports. This telephonic report is dispatched to inform higher headquarters that a possible hostile event affecting a Priority A, B, or C resource has been detected. The report is initiated through the Law Enforcement Desk (LED) and is up-channeled to the 913th AW/WOC and the 111th FW Command Post. If investigation determines the situation to be non-hostile, the report is immediately canceled through the same channel as initiated. All investigations are completed within 30 minutes or an extension is obtained through command channels.

4.1.2. Covered Wagon Reports. This telephonic report is dispatched to inform higher headquarters of an actual or probable event that has occurred against Priority A, B, or C resources. The report is initiated through the Law Enforcement Desk (LED) and is up-channeled to the USAF Operations Center. Initiation of this report requires the implementation of security contingency operations to neutralize the threat and eliminate further damage to priority resources. If a Helping Hand was originally initiated and hostile, the original report is upgraded to covered wagon status.

4.2. Down-channel alerting is accomplished by THREAT CONDITION ALERTING MESSAGE. This down-channeled alerting order, initiated from higher headquarters, is an order for all bases receiving it to implement the THREATCONS, applicable to all Air Force commands or a specific MAJCOM, if so indicated. These alerting orders are initiated on the basis of the number of up-channel reports received by higher headquarters. The THREATCON initiated is maintained until canceled by the originating authority. Each individual ensures quick reporting of all security violations which occur within a restricted area. All security managers ensure their personnel are briefed and know their individual security responsibilities to detect, sound the alarm, apprehend, and remove unauthorized persons or hostile suspects from the affected area.

5. Entry and Internal Circulation Controls:

5.1. Unescorted Entry: Unescorted entry authorization for restricted areas is granted ONLY TO THOSE PERSONNEL WHO HAVE CONTINUING AND REGULAR NEED FOR ENTRY. Generally, this recurring entry requirement is a minimum of ONCE PER WEEK before unescorted entry is considered. For Air Reserve Forces, the once per week entry requirement is considered as to frequency and necessity after mobilization, rather than during inactive status. Personnel satisfying this requirement are issued an AF Form 1199B, **Restricted Area Badge**, IAW AFI 31-101, and AFI 31-501. See Attachment 1 for the listing of 913th AW restricted areas. AFOSI agents with proper

AFOSI credentials are authorized entry to conduct investigations at the request of commanders and so do not need restricted area badges.

5.1.1. Unit commanders, Chief of Staff Agencies or their designated representatives are authorized requesting officials and complete sections I, II, and III on AF Form 2586, **Unescorted Entry Authorization Certificate**.

5.1.1.1. Unit Commander's, Chiefs of Staff Agencies, or designated representatives sign section III to certify that all available records have been reviewed and contains no disqualifying information.

5.2. Escorted Entry: Escorted entry applies to all other personnel not qualifying for unescorted entry, but who have a valid need to enter restricted area. The following procedures apply:

5.2.1. During normal day-to-day operations any person holding unescorted entry authority may perform escort duty. The escort has a valid restricted area badge authorizing unescorted entry into the area to be visited. Any and all visitors (persons not authorized unescorted entry) must be escorted into WGARS restricted areas. An "E" (designation for escort officials) on the restricted area badge is not necessary to perform escort duty during normal security. When emergency security operations are in effect and entry control points are manned, visitors are escorted by an escort official (person with an "E" on his badge for that area), or an individual may be delegated escort "authority" by an escort official. Escort authority is delegated only to persons escort furnishes the name and telephone number of the approving escort official at the request of the entry control point guards or restricted area security patrols. The escort is required to be preannounced to DOD Security Police.

5.2.2. Escort Officials: Are selected by the unit or agency having primary interest in the visit, and are authorized by the installation commander to escort personnel into the restricted area. Such authority is extremely limited and is delegated to personnel holding responsible supervisory positions in the unit or agency, usually senior NCO's or officers. Escort officials are limited to authorizing escorted entry for a specific functional task over which the escort has supervisory responsibility. Escort Officials will have an "E" (designation for escort officials) on their restricted area badge for the approved area.

5.2.3. During emergency security operations, the entry controller for the area ensures all visitors are signed in on AF Form 1109, **Visitor Log**, prior to entry and after reading the Privacy Act Statement which applies to the AF Form 1109.

5.2.4. Except for areas containing special weapons, badges issued at another installation are honored by WGARS if accompanied by a valid Entry Authority List (EAL). This list must be authenticated by the senior security police representative on duty. TDY or crew orders in conjunction with the home base can be used in lieu of an EAL provided there is a need for entry.

5.3. Inspector Badges. Restricted Area Badges are issued to members of a headquarters intermediate command, headquarters numbered AF, MAJCOM, or HQ AF IG Inspection Teams. Inspector General Entry Authority Lists require Security Police authentication. The inspection team EAL is authenticated on each page by the Chief, Security Police, and is distributed to all entry control points. The AF Form 1199 series restricted area badge and this authenticated entry authority list authorize unescorted entry. All others, including visitors and staff evaluation assistance teams (at command posts) where Security Police do not control entry 24 hours a day, are authenticated by the agency directly associated with the visit/project. If emergency security operations are implemented, the Secu-

rity Police Entry Controller posted to control entry verbally confirms the validity of EALs already in existence, to ensure they are current.

5.4. Customs Officials. US Customs and Department of Agriculture are granted unescorted entry to controlled areas containing airlift aircraft for the purpose of inspecting aircraft based upon presentation of official credentials, in lieu of a restricted area badge. During actual security response options, these officials are required to use restricted area badges or to be escorted.

5.5. Stolen, Lost, or Damaged Restricted Area Badges:

5.5.1. Any theft or loss of a Restricted Area Badge is reported immediately to the unit's security manager. The unit security manager conducts an investigation into the facts and forwards a report to the 913th AW Pass and Registration section through the 913th AW Security Police or the 111th FW Pass and Registration section through the 111th FW Security Police, as applicable, within 72 hours. This is accomplished prior to the individual being issued a new badge (See attachment 4 for information required in the Report of Investigation).

5.5.2. All damaged badges are taken to the Pass and Registration for reissue the next duty day. A reissue request letter from the unit commander and the original copy of the AF Form 2586, which is maintained by the unit security manager, accompanies the individual requesting reissue.

5.5.3. Accounting for Surrendered or Confiscated Badges: Surrendered or confiscated badges are destroyed immediately by Pass and Registration. However, commanders may hold confiscated badges pending the outcome of the final decision to disqualify personnel. When unescorted entry is withdrawn because of substantiated, derogatory information, or until resolution of potentially disqualifying information, a Special Security File is established, and the AF Form 2586 is marked as prescribed in AFI 31-501.

5.5.4. Deleting an area on a Restricted Area badge. When a badge is to be reissued to delete an area, the individual's unit commander or security manager sends a letter of request to Pass and Registration, along with a copy of AF Form 2586, which had been retained by the security manager. The individual turns in the old badge and is issued a new badge, minus the deleted area. The deleted area is lined out on the AF Form 2586 and marked "Deleted Per Attached Letter." The new badge is issued and the letter attached to both copies of the AF Form 2586 (the copy is maintained by the security manager and the original maintained by Pass and Registration).

5.5.5. Adding an Area to Restricted Area Badge. When a badge is to be reissued to add area, a new AF Form 2586 (original and one copy) is filled out for all of the areas need. The new form, the individual's original badge, and the file copy of the first AF Form 2586, are taken to Pass and Registration.

5.6. Badge Inventories and Audits:

5.6.1. A physical inventory and audit are taken at least once every 12 months of all issued and unused badges in stock. The security manager conducts a hands-on inspection of issued badges, paying particular attention to damaged badges. Unused badges are inspected by Security Police for this concurrence.

5.6.2. The Pass and Registration section publishes the Restricted Area Badge Roster and distributes copies to each unit agency security manager. The unit/agency security manager physically compares the badge with the information listed on the roster. If errors are found on the roster, the current roster is annotated so corrections can be made. Within two drill periods of receipt, the

completed roster is returned to Pass and registration, through the unit/agency commander. Personnel on leave shall authorize an alternate in their absence. In these instances, the security manager notifies Pass and Registration and gives the return date so follow-up action can be taken.

5.6.3. Reassignment from one unit to another. Personnel who are reassigned from one unit to another turn in their AF Form 1199B, **Restricted Area Badge**, to the losing agency's security manager prior to leaving the unit. The gaining unit applies for a new Restricted Area Badge, if needed. The security manager of the losing unit turns in the badge of the departing individual to the applicable Pass and Registration section prior to the individual's transfer.

5.7. Coordinating Officials then complete the applicable portion of section IV. Coordinating Officials are persons assigned to the unit responsible for the particular restricted area. Coordinating Officials for the 913th AW, and their corresponding areas of responsibility are:

5.7.1. Restricted Area Badge Area 1- Wing Operations Center: Operations Group Commander or 913 WOC Technician.

5.7.2. Restricted Area 4-Flightline: Maintenance Commander, Operations Group Commander, Chief of 913 Security Police (for Security Police personnel only).

5.8. The Installation Commander or the Operations Group Commander completes section V if the badge recipient requires escort authority (these personnel would perform escort functions during emergency operations and contingencies). The 913th AW Installation Commander or Operations Group Commander completes section B, to approve unescorted entry.

6. Security Education and Motivation Program:

6.1. Responsibilities:

6.1.1. Unit/Agency Commanders. Initiates and continues an on-the-job security education and motivation program for their personnel, ensuring each is aware of security concepts and their security responsibilities.

6.1.2. Unit/Agency Security Managers. Ensures all personnel granted unescorted entry to a restricted area receive Phase I and Phase II security education and motivation training.

6.1.2.1. Phase I Training. Security indoctrination training provides information on the Base Security Plan, Security Reporting and Alerting System, Entry Controls (including verification of the right and need to be in a restricted area), and visitor escort procedures. The unit commander's/security manager's signature on the AF Form 2586, Section II certifies completion of this training.

6.1.2.2. Phase II Training. Continuing security education and motivation training consists of formal lectures, seminars, staff meetings, and conferences. The unit security manager is responsible for keeping a record of presentations, dates, and attendance IAW AFI 36-2201.

7. Security Program Exercises. A security program exercise is a locally initiated, non-graded drill which serves as a training session to all parts of OPLAN 125-37. Such exercises include emergency security force augmentation, action of non-security force personnel, actions of tasked units and similar elements of planned operations. Evaluations make the most of frequent on-duty exercises to build confidence and improve response procedures. At least one security posture requiring participation of

other tasked agencies is exercised every six months. MAJCOM's identify the types of security postures their units will exercise consistent with their estimate of the threat facing their command. If a security posture is evaluated during a local base exercise, an Staff Assistance Visit (SAV), an operation readiness inspection (ORI) or other higher headquarters directed exercise, satisfies the requirement for the 6-month SPE.

8. Normal Security Operations:

8.1. General. Normal security operations are those day-to-day security activities implemented during non-emergency conditions in support of priority resources. The security posting provided for each restricted area is AW security posting lists and security force deployment maps located at the DOD Security Police Desk.

8.2. Execution. The 913th AW DOD Guard Force is the primary local security response agency. The DOD Guard Force is supplemented by the 913th AW SPS and the 111th FW/SP when the local security threat situation requires. Additional support is provided by NASWILGRO Security and local federal and civilian law enforcement agencies. Normal security operations are maintained by using available security forces for detecting hostile ground actions, initiating alarms, providing on-the-spot discrimination between hostile and non-hostile acts, and being capable of expanding immediately to effective Terrorist Threat Conditions (Threatcons).

8.3. Tasking. The following specific tasks are necessary to ensure the maintenance of adequate security on WGARS:

8.3.1. Commander, 913th AW:

8.3.1.1. Designates restricted area escort officials to act on his/her behalf in granting authorized entry to restricted areas. Escort Officials are kept to an absolute minimum consistent with demands of essential tasks and operational requirements.

8.3.1.2. Continually monitors the Aerospace Systems Security Program and ensures any deficiencies are immediately corrected.

8.3.2. Chief, Security Police:

8.3.2.1. Publishes and maintains a record all correspondence pertaining to the Base Security Council Meeting.

8.3.2.2. Publishes agenda items for the base security council to include: Security education and motivation, operations security program, facility security, repair or replacement of security equipment, security vehicle and radio and maintenance programs and other items impacting the protection of priority resources.

8.3.2.3. Establish liaison with federal, state, and local law enforcement agencies on security matters.

8.3.2.4. Organizes the security forces into appropriate flight systems to ensure necessary protection for normal security operations to meet the requirements of AFI 31-101, applicable system security standards, and host tenant agreements.

8.3.2.5. Maintains a Central Security Control (CSC) center for the security forces or designates the DOD Law Enforcement Desk as CSC.

8.3.2.6. Ensures all Helping Hand/Covered Wagon reports are up-channeled through the Command Post or the 111th FW Command Post as appropriate.

8.3.3. Wing Operations Center (WOC):

8.3.3.1. Ensures CSC is notified of all inbound aircraft requiring additional security support.

8.3.3.2. Makes every attempt to park incoming priority aircraft within already established restricted areas.

8.3.3.3. Notifies CSC of all unidentified aircraft attempting to land or landing at WGARS.

8.3.3.4. Notifies CSC of any actual or attempted unauthorized taxing of aircraft.

8.3.4. Chief, 913th AW/WOC:

8.3.4.1. Receives and dispatches all telephone up-channel and down-channel reports required by the Security Reporting and Alerting System.

8.3.4.2. Provides immediate inputs to CSC on any changes in the security posture.

8.3.4.3. Is responsible for entry control and internal security of the command Post during normal security operations.

8.3.5. Commander, 913th AW Maintenance:

8.3.5.1. Ensures all operational ready aircraft are parked within the restricted area.

8.3.5.2. Provides owner/user protection for all aircraft in maintenance status IAW AFI 31-209.

8.3.5.3. Ensures Job Control notifies Base.

8.3.5.4. Ensures maintenance personnel are trained and provide appropriate protection for all aircraft parked within the restricted area.

8.3.5.5. Ensures CSC is notified at the end of the normal duty day of the termination of normal duty operations and the departure of maintenance personnel.

8.3.6. Base Civil Engineers:

8.3.6.1. Provides immediate and routine maintenance for all physical security aids such as fencing, lighting, barriers, alarm systems, and emergency generators. Any discrepancy involving priority resources is reported by telephone from CSC and immediate action is taken if security operations are hampered.

8.3.6.2. Installs and repairs the restricted area boundaries. Normally, work orders are initiated by the Security Police to identify any new installation or needed repairs. However, immediate action is necessary when security operations are in any way hampered.

8.3.6.3. Provides vegetation control, both within and outside of restricted areas IAW AFI 31-101.

8.3.6.4. Provides internal protection of electrical power substations and water reservoirs.

8.3.7. Chief, Logistics Support Squadron:

8.3.7.1. Provides special equipment and material as needed, to include ammunition resupply to support security forces.

8.3.7.2. Ensures appropriate protection for POL facilities, weapons storage areas, and all internal area where support equipment is stored.

8.3.7.3. Ensures security forces always have a minimum of four operational vehicles during normal security.

8.3.7.4. Whenever security forces have less than the minimum number of operational marked replacement vehicles. Security vehicles are given priority maintenance.

8.3.7.5. Takes necessary actions to minimize repair times on all security police vehicles. Their distinctive markings and special equipment are essential, and replacement vehicles have an impact on response capability.

8.3.8. Commander Resource Management. Ensures Explosive Ordinance Disposal (EOD) support with around the clock response capability to scenes of suspected sabotage involving suspected or actual explosive devices per the Host Tenant Agreement 11-4.

8.3.9. Chief, Base Communications:

8.3.9.1. Ensures installation and maintenance of land line communications supporting security forces.

8.3.9.2. Provides priority three maintenance for security police radios, and immediate maintenance if the base station is inoperative.

8.3.10. AFOSI, Mc Guire AFB: Provides immediate updates on any situation which increases the normal threat level against WGARS per local host-tenant support agreement.

RICHARD R. MOSS, Colonel, USAFR
Commander

Attachment 1**RESTRICTED AREA DESIGNATIONS**

A1.1. The following is a description of all restricted areas located on Willow Grove Air Reserve Station, the location of these areas and number required to be open on 913th AW issued USAF Restricted Area Badge, AF Form 1199B for legal entry into the area. These signs, which constitute the physical and legal boundaries of these areas. These areas are only restricted while resources are contained within, even though ropes, stanchions or lines remain. The specific permission of the Commander, WGARS is required for entry into all of the following areas. When these areas are not required to be restricted areas, as directed herein, they are designated "Controlled Areas" IAW WGARS OPLAN 125-37.

RESTRICTED AREA NO.	RESTRICTED AREA
1	913th AW Wing Operations Center, Building 235. Restricted Badges issued the 913th AW pass and Registration section do not authorize unescorted access into the 111th FW Command Post.
2-3	Not used by the 913th AW.
4	C-130 Parking Apron encompassing Bravo and Charlie rows and the ANGA-10 Parking Apron, delineated by ropes and/or red lines. Restricted Area Badge issued by the 913th AW Pass and Registration section are not valid. For unescorted access into the 111th FW Parking Apron.
5-20	Not used by the 913th AW

A1.2. USAF Restricted Area Badges, which are issued by the 913 SPTG, Pass and Registration Office, do not authorize unescorted entrance into 111th FW Restricted Areas. Entrance into 111th FW Restricted Areas requires escorted entry approval IAW 111th FWR 207-1.

Attachment 2**SAMPLE LETTERS OF DESIGNATION**

A2.1. Unit commanders/agency chiefs must submit a letter to Pass and Registration (PR) designating personnel authorized to sign the appropriate blocks of AF Form 2586. DD Form 577, Signature Card, is accomplished and attached for each person designated (See attachment 3 for instructions for filling out DD Form 577). Pass and registration does not issue AF Form 1199 unless the documentation required above is current and on file in the SPR office.

A2.2. EXAMPLE 1: Designation of Requesting Official to complete sections I, II , and III, AF Form 2586.

MEMORANDUM FOR 913 SPTG/SP

(DATE)

FROM: (Unit/Office Symbol/Originator's Name/Phone Number)

SUBJECT: Designation of Requesting Official for the completion for sections I, II, and III, AF Form 2586.

In accordance with 913th AWI 31-101, the following personnel are authorized to sign AF Form 2586, sections I, II, and III as indicated for the (requesting organization):

Name, Rank, SSAN (PERSONAL DATA-PRIVACY ACT OF 1974)

Signature Block for Commander/Agency Chief

A2.3. EXAMPLE 2: Designation of Coordinating Officials to complete Section IV, AF Form 2586.

MEMORANDUM FOR 913 SPTG/SP

(DATE)

FROM: (Unit/Office Symbol/Originators Name/Phone Number)

SUBJECT: Designation of Coordinating Official for the completion of AF Form 2586, section IV.

In accordance with 913th AWI 31-101, the following personnel are authorized to sign AF Form 2586, sections I, II, III as indicated for the (requesting organization):

Name, Rank, SSN (PERSONAL DATA-PRIVACY ACT OF 1974)

Signature Block for Commander/Agency Chief of unit responsible for the Restricted Area

Attachment 3

INSTRUCTIONS FOR COMPLETING DD FORM 577, SIGNATURE CARDS

A3.1. BLOCK 1: Last Name, First Name, Middle Initial

A3.2. BLOCK 2: Rank

A3.3. BLOCK 3: Self-Explanatory

A3.4. BLOCK 4: Squadron/Office Symbol, WGARS, PA.

A3.5. BLOCK 5: Self-Explanatory

A3.6. BLOCK 6: Indicate specific section of AF Form 2586 which individual is authorized to fill out (i.e., AF Form 2586, Section _____). For individuals authorized to sign section IV, indicate the specific area(s) the individual is authorized to sign (i.e., Section IV, for Restricted Areas 1 and 4, etc.) Information that won't fit in this block can be put on the back of the card.

A3.7. BLOCK 7: Name, Rank, Signature. Officials may not verify their own signatures.

Attachment 4**CHECKLIST/REPORT OF INVESTIGATION (ROI) LOST/STOLEN RESTRICTED AREA
BADGE**

A4.1. The individual to whom the badge was issued must complete a written statement explaining the circumstances surrounding the lost badge. The statement should indicate where the badge was last seen, the time it was last seen, how it was lost, any personnel present when the badge was lost, why the badge was lost and what action the individual took to find the badge. This example should be used as the format for the ROI:

MEMORANDUM FOR 913 SPTG/SP

(DATE)

FROM: Unit/Agency Security Manager or Designated Representative

SUBJECT: Report of Investigation (ROI) Lost/Stolen Restricted Area Badge

1. Under the provisions of AFI 31-101, an investigation was conducted into the circumstances surrounding the loss/theft of AF Restricted Area Badge(____ #). The loss was reported on (date), at (time), by (name, rank and SSAN of individual who lost or had his/her badge stolen).
 - a. Card number of the Restricted Area Badge, AF Form 1199B and open areas which were on the badge (locally areas 1 & 4). Agencies responsible for individual restricted areas are notified along with the Security Police, at extension 1012.
 - b. Date, time and location of loss or theft. If exact information is not known, give approximate date, time and location.
 - c. How or why the loss/theft occurred.
 - d. Steps taken to recover the badge and the results of those actions.
 - e. Whether the individual was negligent in the loss or theft of the badge.
 - f. Administrative action taken as a result of the findings of the investigation. If the individual was found not negligent in the loss or theft, then administrative action would normally not be taken; however, the report must state "no administrative action taken." Appropriate disciplinary action will be taken in the case of negligence on the part of the individual.
 - g. Action taken to prevent reoccurrence.
 - h. The Security Police Manager's or designated representative's signature.
 - i. The Unit Commander's endorsement.
 - j. A recommendation from the unit commander for issuance of a new badge is attached to the report of investigation.

A4.2. After the security manager or designated representative has completed the report of investigation, it is forward to Security Police Headquarters, for approval. Persons filling the following positions are authorized to approve/disapprove ROI's:

A4.2.1. Chief, Security Police

A4.2.2. DOD Guard Force Supervisor

A.4.2.3. 913th Security Specialist

A4.3. After approval of the ROI, the individual concerned reports to the Pass and Registration section with the ROI and their new and old copy of AF Form 2586 for issuance of a new badge. If it is determined the individual does not need another badge, the ROI will be sent to the Pass and Registration section.